

Department of Employee Trust Funds
P. O. Box 7931
Madison, WI 53707-7931

DIRECT DEPOSIT AUTHORIZATION

Complete this form to authorize the Department of Employee Trust Funds (DETF/Wisconsin Retirement System) to directly deposit your annuity payment to your financial institution.

If you select to have your payment sent to your:

- Checking account. Tape a voided check to the bottom of this form.
- Savings account. Contact your financial institution to obtain their transit routing number.
- Financial brokerage firm. Attach a copy of the firm's direct deposit instructions/application information to this form.

Submit this sheet to DETF at the above address. Keep a copy for your records. See the other side of this form for additional information about direct deposit.

			Original Participant's Social Security Number (if applicable)
Annuitant's Last Name (print)	First Name	Middle Initial	Social Security Number
Name of Financial Institution		City	State
Transit Routing Number (must be 9 digits)	Account Number		<input type="checkbox"/> C Checking Account <input type="checkbox"/> S Savings Account
Name(s) of Owner(s) of this Account			
I authorize the Department of Employee Trust Funds (DETF) and the financial institution named above to automatically deposit funds I am entitled to receive into my account. I authorize the financial institution to return any funds deposited to my account and DETF to initiate correction (debit) entries for any funds that I am not eligible to receive, including any deposits made after my death. I authorize the financial institution to disclose information regarding my account to DETF, upon DETF's request, to resolve transfer problems. This authorization will remain in effect until I cancel it in writing.			
Date (MM/DD/CCYY)	Annuitant's Signature (do not print)		
Annuitant's Address (P. O. Box or Street and Apt. Number)		City	State Zip Code
Telephone No. (including area code) ()	<input type="checkbox"/> CHECK THIS BOX IF YOU WANT THIS ADDRESS AS YOUR MAILING ADDRESS.		

Tape voided check here

SAMPLE

John Doe Mary Doe 123 Pear Lane Anyplace, WI 20000		VOID		1234 15-0000000000	
PAY TO THE ORDER OF _____ \$ _____				DOLLARS	
ANYPLACE BANK Anyplace, WI 20000		Routing Number	Account Number	Do not include the check number.	
For _____					
:250250025 :		20202008611	1234		

Note: The routing and account numbers may be in different places on your check.

DIRECT DEPOSIT INFORMATION

Authorizing Direct Deposit or Changing Your Financial Institution on an Existing Direct Deposit

If you are authorizing a direct deposit or changing an existing direct deposit by changing your financial institution (changing both the transit routing number and account number), the Department of Employee Trust Funds (DETF) must receive your request in writing and your request must contain your signature. If you are changing financial institutions, do not close your existing account until your annuity payment has been received at your new financial institution.

DETF requires a minimum of 30 days to validate your direct deposit through the Automated Clearing House (ACH) system. Therefore, **your first annuity payment will be sent to you at your home address in the form of a paper check via the US Postal Service.** Your second annuity payment will go electronically to your financial institution.

Assignment of your annuity benefit is prohibited by State statute; DETF can deposit your payment only into a financial institution account held in your name. If another person holds an interest in your account, identify this person on the direct deposit authorization form. If any person who holds an interest in your account changes, notify DETF of the change in account ownership. Upon your death, the other owner of your account must immediately notify DETF and your financial institution. Share this information with the other owner of your account.

DETF can electronically transfer your annuity payment to any financial institution participating in the National ACH system. DETF cannot transfer payments internationally.

Changing Your Account Number at Your Financial Institution

If you are changing your account at your financial institution, you may phone DETF with your new account number if you do not wish to submit this authorization form. Call DETF toll free at 1-877-533-5020 or (608) 266-3285 (local Madison).

Legally Designated Representatives

A person with power of attorney or a court appointed guardian of the annuitant's estate (not of the person) may sign for the annuitant, if a copy of the legal appointment paper is on file at DETF or accompanies the direct deposit authorization. Guardianship papers submitted must have been certified within the last six months. Trustees authorized through trust agreements are not acceptable.

Multiple Annuity Accounts with DETF

All of your DETF account payments will be combined into one monthly payment, which DETF can electronically transfer to only one financial institution account.

Confirmation of Your Direct Deposit

Your annuity payment will be available for deposit by your financial institution to your account on the first business day of the month. Contact your financial institution to confirm your annuity payment deposit to your account. If your annuity payment is not deposited to your account by the second business day of the month, contact DETF.

Stopping your Direct Deposit

If you wish to cancel your direct deposit and have your annuity payment mailed to your home, you must notify DETF in writing. In your letter, include your Social Security number, phone number, your printed name and mailing address, and the payment date that you would like this change to take effect. Sign and date the letter.

Obtaining Additional Direct Deposit Authorization Forms

Call the DETF self-service line to request additional authorization forms, toll free 1-877-383-1888 or (608) 266-2323 (local Madison), or download the form from the DETF Internet site (etf.wi.gov).

Questions About Direct Deposit

If you have questions, contact DETF toll free at 1-877-533-5020 or (608) 266-3285 (local Madison).